

Eidsvold No. 53, Sons of Norway

Health & Safety Plan (as of April 8, 2022)

Eidsvold No. 53 Sons of Norway (the “Lodge”) is a non-profit, fraternal member organization that owns and operates a facility at 1110 Hillside Avenue, Victoria BC. The facility is used by members for meetings and cultural events and is rented to other groups for meetings and cultural events attended by the public. The facility is operated by volunteers including a Board of Directors, which delegates tasks to various committees including the Operations Committee. The Lodge’s Operations Committee is responsible for developing, monitoring, and amending (where necessary) the Lodge’s Health & Safety Plan.

The Board requires all members, visitors, workers, and the public who enter its premises to comply with all Provincial Health Officer Orders, the Lodge’s Health & Safety Plan, and the directions of the Board, its committee chairs and event supervisors. Violence or aggressive misbehaviour toward the Lodge’s Board, members and agents will NOT be tolerated. Please ***Be Kind, Be Calm, Be Safe.***

The Provincial Health Officer issued a series of Public Health Orders (PHOs) to address the COVID-19 pandemic. As of April 8, 2022, the restrictions imposed by the PHOs were removed, including the requirement for a COVID Safety Plan to be replaced by a communicable disease plan.

The Lodge has returned to regular member and rental meetings and events at full capacity. The Board requires that all persons entering the Lodge comply with the following health and safety measures in order to protect all attendees and reduce the risk of passing on any virus or communicable disease:

- ✓ **DO NOT enter the Lodge** if you are sick. Each person entering the Lodge must carry out a health check. A person who does not pass a health check cannot attend an event at the Lodge. A ‘health check’ means a review of the entry requirements and key questions set out in the WorkSafeBC poster. The poster is posted at the entry of the Lodge.
- ✓ **DO NOT enter the Lodge** if you have tested positive for COVID-19, or have been in close contact with someone who tested positive, within the last 5 days (or if you are otherwise required to self-isolate).
- ✓ **Do sanitize** your hands upon entering the Lodge and frequently for high-touch surfaces.
- ✓ Proof of vaccination is no longer required but the Board encourages all persons entering the Lodge to be fully vaccinated, including booster shots as available.
- ✓ Masks are not mandatory but are recommended for large groups and for any activity where there is a high risk of passing along a virus.
- ✓ Maintain appropriate social distancing whenever possible.

These measures may be adjusted from time to time as the global pandemic conditions change or new PHOs are issued.

Revised as of April 8, 2022
Board of Directors
Eidsvold No.53 Sons of Norway

Communicable Disease Transmission

Viruses, including the virus that causes COVID-19, spread in several ways:

- in droplets when a person coughs or sneezes
- if you touch a contaminated surface and then touch your face
- the risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near
- the risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time
- the closer together people are and the longer they are close to each other, the greater the risk

Facility Risk Assessment

The Board, in consultation with its COVID and Operations Committees, completed a risk assessment of our facility and operations as required by BC's Provincial Health Officer, including:

- ✓ consulting with the Board's committees, our maintenance and cleaning contractors, members (including those who may be event supervisors), and others with relevant expertise;
- ✓ identifying areas within our facility where people gather and meet;
- ✓ identifying tasks and processes where members, contractors, and the public are close to one another;
- ✓ identifying the tools, machinery, and equipment that are shared for events; and
- ✓ identifying surfaces that people touch often, such as doorknobs, handrails, and light switches.

Protocols to Reduce Risk

We reviewed all orders, guidance, and notices issued by the Provincial Health Officer, the BC Centre for Disease Control, and WorkSafe. We will continue to monitor the information from these and other sources to ensure safe operation of our facility and will update the Lodge's Health & Safety Plan as required.

We reviewed industry-specific protocols relevant to our facility and implemented them to the extent that they apply to the risks for our facility. We identified and implemented additional protocols where industry-specific protocols did not address all the risks for our facility. We will continue to monitor government, health and industry guidelines and will implement those that apply to our facility.

We reviewed our operations and available capacity to ensure we have sufficient coverage and resources to effectively operate our facility in compliance with health and safety requirements.

We:

1. established and posted signs showing the maximum occupancy limit for our facility, which may change over time or where circumstances warrant and as revised Provincial Health Orders are issued;
2. installed barriers where proper physical distancing cannot be maintained and included barrier cleaning in our cleaning protocols;
3. identified rules and guidelines for those using our facility;
4. clearly communicated rules and guidelines to users through a combination of training and signage;
5. recommend the use of non-medical masks, gloves, and other protective equipment where necessary (gloves do not replace the need for frequent handwashing); and

6. understand that frequent handwashing and good hygiene practices are essential to reduce the spread of the virus and have:
 - a. reviewed information on cleaning and disinfecting surfaces to reduce transmission risk;
 - b. ensured that our facility has enough handwashing facilities for all attendees; that handwashing locations are visible and easily accessed, and have posted signage to encourage frequent and proper handwashing;
 - c. implemented policies that specify when those using our facility must wash their hands and we have communicated good hygiene practices to everyone;
 - d. implemented cleaning protocols for all common areas and surfaces (e.g., washrooms, tools, equipment, shared tables, chairs, desks, light switches, door handles, sound equipment, library and office items) including the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after each use/event);
 - e. ensured that those who are cleaning have adequate training and materials; and
 - f. removed unnecessary items and equipment to simplify the cleaning process.

Cleaning Protocols

1. We have reviewed the BC CDC's Cleaning & Disinfectants for Public Settings Guideline and WorkSafe Cleaning and Disinfecting guidelines. We have posted the guidelines and provided training to those involved in cleaning and maintaining our facility.
2. We have established a cleaning and disinfection schedule and will clean the facility thoroughly before and after each event/use. We have increased disinfection of frequently touched surfaces in common areas ie. door handles, armrests, banisters, washrooms, light switches, etc.
3. Members of the Board and Operations Committee met with the contract cleaner/caretaker to review the increased cleaning requirements and protocols.
4. We will ensure that our hand sanitizers meet requirement Health Canada standards for COVID-19 effectiveness, and have a minimum 60% alcohol-base.
5. Where bleach is used for cleaning and disinfecting, the proper concentration is 500 ppm (10 mL bleach with 990 mL water). Food surfaces that are cleaned with bleach will be rinsed before use. Bleach should not be used as a hand sanitizer.

Develop and Implement Policies

We developed policies to manage our facility, including policies around who can be at the facility, how to address illness that arises, and how users can be kept safe as we resume modified operations.

We have a zero tolerance policy for violence or aggressive behaviour at our facility. We will ensure that members, supervisors, and contractors have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications for the facility.

Our policies ensure that anyone showing symptoms of infection, including COVID-19, is prohibited from the facility including:

- anyone who has symptoms of COVID-19 in the previous 5 days (symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache);
- anyone who had contact with a confirmed COVID-19 case in the previous 5 days; and
- anyone directed by Public Health to self-isolate.

Our policy addresses those who may start to feel ill at our facility including the following:

- anyone who develops mild symptoms will be asked to wash or sanitize their hands, be required to put on a mask, and asked to leave the facility immediately and be advised to go straight home, consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation;
- if a person becomes severely ill (e.g., difficulty breathing, chest pain), we will call 911; and
- we will thoroughly clean and disinfect any surfaces with which the ill person came into contact.

Communication Plan and Training

We will ensure that all persons know how to keep themselves safe while at our facility. We have:

- a training plan to ensure everyone (including event supervisors, cleaners, members) are trained in our policies, rules and guidelines, including the requirement to stay home when sick;
- posted signage at the facility, including occupancy limits and effective hygiene practices;
- posted signage at the main entrance indicating who is restricted from entering the premises, including those with symptoms; and
- trained event supervisors and others to monitor those using our facility ensure policies are being followed.

We require that for each event (member or rental) held at the Lodge that an Event Supervisor be appointed to ensure compliance with the Lodge's Health & Safety Plan.

Monitoring and Updating

Members, contractors, event supervisors, and others are encouraged to identify any areas of concern or areas for improvement and bring them to the attention of the Board or the Operations Committee for review.

We have a plan in place to monitor risks and we will make changes to our policies and procedures as necessary in consultation with the relevant committees, members, and others.

Revised as of April 8, 2022

Board of Directors

Eidsvold No.53 Sons of Norway